

May 28, 2002

## OVERVIEW OF CAPACITY-BUILDING FOR HEALTH SERVICES RESEARCH

**1. REASON FOR ISSUE:** This Veterans Health Administration (VHA) Handbook provides Office of Research and Development procedures regarding programs designed to strengthen and build VA's capacity to conduct health services research. **NOTE:** *Capacity-building programs in HSR&D mirror similar programs of the other services within the Office of Research and Development (ORD); however, implementation by HSR&D has some unique features that are contained in this Handbook.*

**2. SUMMARY OF MAJOR CHANGES:** The principal changes clarify and incorporate additional information specific to the capacity-building programs within HSR&D. Specific new information includes:

a. Paragraph 1 provides an overview of the capacity-building program, its purpose, and individual programs.

b. Paragraph 2 includes general requirements for applicants, award levels, Letter of Intent instructions, application instructions, awardee annual reviews, and biosketch requirements.

c. Paragraph 3 provides general guidance and instructions regarding submission of proposals for support through the Health Services Research and Development Service (HSR&D) Research Career Scientist Program.

d. Paragraph 4 provides procedures and guidance on the HSR&D's Research Enhancement Award Program (REAP). **NOTE:** *REAP is a competitive program for qualified Department of Veterans Affairs (VA) sites that are committed to strengthening their health services research activity.*

**3. RELATED DIRECTIVES:** VHA Directive 1204, VHA Handbook 1200.3, and VHA Handbook 1201.2.

**4. RESPONSIBLE OFFICE:** The Health Services Research and Development Service (124) is responsible for the contents of this VHA Handbook.

**5. RESCISSION:** VHA Directive 1201.8, is rescinded.

**6. RECERTIFICATION:** This document is scheduled for recertification on or before the last working date of May 2007.

S/ Dennis H. Smith for  
Robert H. Roswell, M.D.  
Under Secretary for Health

DISTRIBUTION: CO: E-mailed 5/29/2002  
FLD: VISN, MA, DO, OC, OCRO, and 200 – E-mailed 5/29/2002

## CONTENTS

### OVERVIEW OF CAPACITY-BUILDING FOR HEALTH SERVICES RESEARCH

PARAGRAPH	PAGE
1. Purpose .....	1
2. Programs .....	1
a. Individual Awards .....	1
b. Institutional Award; REAP .....	2
3. Location Requirements .....	2
a. All programs .....	2
b. Mentored Programs (RCD, ARCD, Associate Investigator, Nursing Research Initiatives) ..	2
c. Award Transfers .....	2
4. Human Subjects Protections Training Requirements .....	2
5. Research Support .....	3
a. CD Awards at the RDC and ARCD Levels .....	3
b. CD Awards at the CDEA Level .....	3
c. CS Awards (All Levels) .....	4
d. REAP .....	4
6. Program Contacts and Mailing Address .....	4
a. CD and CS .....	4
b. REAP .....	4
c. Nursing Research Initiatives .....	4
7. Career Development (CD) Program .....	4
a. Overview .....	4
b. General Requirements .....	5
c. CD Award Levels .....	5
d. Review of Applications .....	6
e. Application Timeline .....	6
f. CD Annual Progress Review .....	6
g. Awardee Travel.....	6
h. Additional Reporting Requirements for RCD and ARCD Awardees .....	7

## CONTENTS

PARAGRAPH	PAGE
8. CS Program .....	7
a. General Requirements .....	7
b. CS Award Levels .....	7
c. Salary .....	8
d. Review of Applications .....	8
e. CS Progress Review .....	9
f. Reporting Requirements for CS Awardees .....	9
9. HSR&D REAP .....	9
a. Background .....	9
b. General Requirements .....	9
c. Program Awards .....	10
d. Review of Applications .....	10
e. Application Timeline .....	10
f. REAP Annual Program Review .....	10
<b>APPENDICES</b>	
A Letter of Intent for Career Development (All Levels) .....	A-1
B Career Development Applications (Research Career Development (RCD) and Advanced Research Career Development (ARCD) Levels) .....	B-1
C Career Development Applications (Career Development Enhancement (CDE) Level) .....	C -1
D Career Development Annual Review (Research Career Development (RCD) and Advanced Research Career Development (ARCD) Levels) .....	D-1
E Sample of Department of Veterans Affairs (VA) Form 10-1314, Health Services Research and Development Service Career Development Awardee Annual Progress Report .....	E-1
F Awardee Biosketch (Career Development and Career Scientist Awards) .....	F-1
G Sample Format for the Health Services Research And Development (HSR&D) Career Development Awardee Contract .....	G-1
H General Requirements for Career Scientist Program Awards .....	H-1
I Research Enhancement Award Program (REAP) Applications .....	I-1

## CONTENTS

PARAGRAPH	PAGE
J Department of Veterans Affairs (VA) Form 10-1313-1, Merit Review Application, Clarification of Line Items .....	J-1
K Required Components of Proposal Narrative .....	K-1
L Appendices and Required Components .....	L-1
M Administrative Checklist for HSR&D Research Enhancement Award Program (REAP) Proposals .....	M-1

## OVERVIEW OF CAPACITY-BUILDING FOR HEALTH SERVICES RESEARCH

### 1. PURPOSE

a. This Veterans Health Administration (VHA) Handbook provides an overview of the Health Services Research and Development Service (HSR&D) programs that are designed to strengthen and build the Department of Veterans Affairs (VA)'s capacity to conduct health services research: the Career Development (CD) Program, the Career Scientist (CS) Program, the Associate Investigator Program, and the Research Enhancement Award Program (REAP). Collectively, these programs comprise a varied set of mentored and non-mentored programs for both clinicians and non-clinicians. They are highly competitive, merit-reviewed programs through which HSR&D invests in the research careers of talented individuals already within the VA system and attracts additional talent.

b. Capacity-building programs in HSR&D mirror similar programs of the other services within the Office of Research and Development (ORD); however, implementation by HSR&D has some unique features. This handbook provides detailed information specific to each of the four HSR&D programs, and the accompanying appendices detail application procedures, review, and reporting requirements. **NOTE:** *The Nursing Research Initiative (NRI), another capacity-building program that HSR&D manages for ORD, is described in VHA Handbook entitled "Overview of Support for Scientific Research and Development Projects."*

### 2. PROGRAMS

a. **Individual Awards.** The HSR&D CD, Career Scientist, and Associate Investigator programs are major components of the HSR&D portfolio and important contributions to HSR&D's success. These programs enable HSR&D to: provide talented investigators with protected time to advance in their research careers; increase health services research expertise within VA; and retain talented clinician and non-clinician investigators in VA.

(1) **HSR&D CD Awards.** HSR&D CD Awards provide VA clinician researchers support for the nearly full-time pursuit of health services research training and experience, working with one or more established health services researchers as mentor(s). CD awardees are required to commit at least 75 percent of their time to health services research activities and are not permitted to hold major administrative positions during the period of their award. CD awards are for 3 years, with the potential for persons starting at the entry level to receive an additional 3 years of support at the advanced level. Paragraph 5 of this Handbook contains guidelines pertinent to the three CD award levels (i.e., Research Career Development (RCD), Advanced Research Career Development (ARCD), and Career Development Enhancement Awards (CDEA)), including information for applicants and awardees.

(2) **HSR&D Career Scientist Awards.** HSR&D Career Scientist Awards are for non-clinician, postdoctoral scientists. These awardees fulfill an important role in VA, not only by conducting their own research, but also by mentoring and training other investigators in social science research methods and perspectives that are important in health services research. Research Career Scientist (RCS) awards provide up to 5 years of salary support and are renewable, indefinitely, subject to merit review. Paragraph 7 of this handbook contains

guidelines pertinent to the two levels of RCS award (i.e., RCS and Senior Research Career Scientist (SRCS), including information for applicants and awardees.

(3) **Associate Investigator Program Awards.** HSR&D Career Scientist Awards provide opportunities for clinicians and non-clinicians with limited research experience to gain postdoctoral research training under the guidance of one or more senior health services researcher(s) (see VHA Handbook 1201.2).

b. **Institutional Award: REAP.** REAP provides support for groups of health services researchers who are at VA medical centers that do not have and are not affiliated with an HSR&D Center of Excellence (CoE). The goal of this program is to increase health services research capacity by assisting VA sites that already show promise, as demonstrated by a history of HSR&D merit-reviewed research and career development funding. Funds provided under this initiative are for the creation of new collaborations among VA clinicians, statisticians, economists and other social scientists to support and facilitate the development of health services research projects and the recruitment and mentoring of new health services researchers.

### 3. LOCATION REQUIREMENTS

a. **All Programs.** With the sole exception of the CDEA (“sabbatical”), all research supported by HSR&D capacity-building programs must be conducted at a VA facility. The awardee’s primary office must be located at the VA facility, and their research is expected to enrich the overall research program of the sponsoring VA medical center. Any exception to this policy must receive prior approval from HSR&D.

b. **Mentored Programs (RCD, ARCD, Associate Investigator, Nursing Research Initiatives).** All mentored programs need to be conducted at the same location within the VA medical center (or other VA-approved space) as the awardee’s primary mentor, or in close geographic proximity to the primary mentor.

c. **Award Transfers.** The Director, HSR&D Service may, in exceptional circumstances, approve the transfer of an award to a different facility or approve a change in mentor at the same facility. Such approval will only be given if it is in the best interest of the awardee’s training program and VA. The R&D Committee, Dean’s Committee, the mentor and/or proposed mentor, and the Director of the new VA facility are required to endorse the transfer and ensure that sufficient VA space and support will be available for the successful completion of the transferee’s award. Credentials of, and a letter of support from, the proposed mentor must be submitted with the request for transfer. Research funds will not be provided to cover any moving or relocation expenses. If approved, the awardee may complete the balance of award at the new VA facility.

### 4. HUMAN SUBJECTS PROTECTIONS TRAINING REQUIREMENTS

All recipients of any of the awards described in this Handbook, whose planned research involves human subjects, are required to complete approved training as described in VHA Handbook 1200.5. Certification of completed training must be provided. Awardees are responsible for following all related ORD policies.

## 5. RESEARCH SUPPORT

The individual awards described in this Handbook provide recipients full research support for the term of the award. REAPS provide core support that may include selected salary support (see the following for award-specific provisions and restrictions).

### a. CD Awards at the RCD and ARCD Levels

(1) **Appointment.** CD awards at the RCD and ARCD levels provide full research support for the entire award period. Appointments are full-time, time-limited terms, and applicants are subject to applicable Federal government and VA qualification requirements. New awardees who already hold career appointments under Title 38 United States Code (U.S.C.) 7401 and those in occupations covered by 38 U.S.C. will be appointed under 38 U.S.C. 7405 (a) (1).

(a) Documentation of an applicant's eligibility for VA employment must accompany the Letter of Intent (LOI) (see App. A). The employment application process for new recruits should be coordinated with the local Human Resource Management (HRM) office to ensure that applicants meet VA appointment requirements. The Associate Chief of Staff (ACOS) for Research & Development (R&D), or responsible VA facility management official, ensures that awardees who have an existing VA appointment are converted to the appropriate time-limited appointment for the duration of the award. The local HRM office should notify the awardee of the change in employment status and any associated changes in protections and/or benefits.

(b) RCD and ARCD awardees must devote at least 75 percent time to research. As indicated in MP-5, Part II, Chapter 3, Section B (or subsequent issuance), awardees are expected to make a non-research contribution to their local medical center of up to 25 percent time. This contribution is to be primarily clinical in nature.

(2) **Research Funds.** CD awardees may request supplemental funds for research expenses, including equipment, supplies, and staff support. Supplemental funds may not be used for tuition or travel expenses. Awardees at the RCD level are eligible to receive up to \$10,000 per year; awardees at the ARCD level may receive up to \$20,000 for research support. CD awardees who receive research funding from any source (VA or non-VA) during the CD award period are eligible only for an amount adjusted so that the combined total does not exceed the established \$10,000 and \$20,000 limits. The ACOS for R&D is responsible for notifying HSR&D of any new research support that would affect the amount of a supplement. To request supplemental funding, the awardee must complete VA Forms 10-1313-3, Current Funds and First Year Request for Program/Project, VA Form 10-1313-4, Estimated Expenses of Program/Project, VA Form 10-1313-7, Investigator's Total VA and Non-VA Research Support (Current and Pending), and VA Form 10-1313-8, Investigator's Total VA and Non-VA Research/Development Support, and submit these to HSR&D (attention 124G). These forms may accompany the CD application or, subsequent to award, the annual CD progress report.

b. **CD Awards at the CDEA Level.** For CDEAs ("sabbatical"), HSR&D provides full research support for up to 6 months. The HSR&D award must be matched by equal support for educational leave granted by the applicant's VA medical center. During the award period, the awardee is expected to devote 100 percent time to research. Supplemental research funds are not available through this program.

c. **CS Awards (All Levels)**. CS awardees are eligible to receive full salary support and fringe benefits for the duration of the award. However, salary support for awardees who hold a significant administrative position at VA or the affiliated university may be reduced to reflect the reduction in available research time. These awards do not provide separate funds for research support since CSs are expected to have one or more funded research projects.

d. **REAPs**. REAP awards provide core support to VA institutions for allowable research costs and limited salary support for non-clinicians (see par. 9).

## 6. PROGRAM CONTACTS AND MAILING ADDRESS

All inquiries about the programs described in this handbook and associated chapters, and all submitted materials, are to be directed to the following HSR&D offices:

### a. **CD and CS**

Health Services Research and Development Service 124(D)  
810 Vermont Ave., NW  
Washington, DC 20420  
(202) 408-3659

### b. **REAP**

Health Services Research and Development Service 124(E)  
1400 Eye Street, NW  
Washington, DC 20420  
(202) 408-3662

### c. **Nursing Research Initiative**

Health Services Research and Development Service 124(F)  
1400 Eye Street, NW  
Washington, DC 20420  
(202) 408-3665

## 7. CD PROGRAM

a. **Overview**. HSR&D's largest capacity-building program, CD, is designed to help individual clinician scientists become successful independent health services researchers who will contribute to the overall success of VA research. This is a highly-selective program for qualified individuals who have a commitment to VA and to health services research. Awardees receive full research support and follow a customized plan of research and training, usually with the guidance of one or more experienced mentor(s). By requiring that awardees devote at least 75 percent of their time to health services research, the CD program makes it possible for clinicians to concentrate on developing methodological skills and content expertise. HSR&D offers separate awards for clinician researchers at different stages in their career, constituting a potential total award period of 6 years and the opportunity for a 1-year sabbatical award.



b. **General Requirements.** CD awards are available to fully-trained clinicians in all fields pertinent to VA health care. This includes generalist and specialist physicians, nurses, dentists, physical therapists, social workers, clinical psychologists, audiologists, and other clinicians. Applicants must hold the terminal degree in their field (e.g., Doctor of Medicine (MD), Registered Nurse (RN), Doctor of Dental Surgery (DDS), Doctor of Social Work (DSW), Doctor of Philosophy (PhD)), must meet relevant Board certification requirements, and must have secured the support of a sponsoring VA facility and an accomplished VA health services researcher to serve as mentor. Implicit in all CD applications is the shared responsibility of the trainee and mentor and the understanding that the applicant foresees a career within VA. It is expected that graduates of the program will be offered VA staff appointments. **NOTE:** *As of January 1, 2001, 96 percent of the graduates of HSR&D's CD program remained in VA.*

**NOTE:** *An important feature of the CD program is that it may be used as a tool for recruiting talented individuals into VA. Candidates for CD awards at the RCD and ARCD levels are not required to be VA employees at the time they are considered.*

c. **CD Award Levels.** Three levels of CD award offer a range of opportunities for individuals at different stages in their career. These award levels, RCD, ARCD, CDEA are described in the following:

#### (1) RCD Award

(a) RCD awards are for fully trained clinicians who are early in their research career. These awards provide mentoring and research support for up to three years of concentrated health services research activity. The goal for awardees at the RCD level is to acquire sufficient proficiency to compete successfully for HSR&D merit review funding.

(b) RCD applicants should not be more than 5 years beyond completion of their last clinical training, fellowship, or other postdoctoral training. The appropriate academic rank for an RCD awardee is Assistant Professor. In rare cases, an exception to these requirements may be granted for individuals with demonstrated strong commitment to health services research and the support of their sponsoring VA medical center. An RCD applicant with an academic position above the rank of Assistant Professor or with more than 5 years of postdoctoral research training must obtain approval of a "Request for Exception" (see App. A, subpar. 2h). **NOTE:** *Advancement from the RCD level to an ARCD award is based on merit review of the ARCD application, which should be initiated two review cycles before the end date of the RCD award.*

#### (2) ARCD Award

(a) ARCD awards are for fully trained clinician-investigators who have some research experience, but who need additional mentoring to become fully independent. The awards provide 3 years of research support for concentrated health services research activity. During the award period, ARCD awardees are expected to successfully compete for merit-reviewed research funds. The goal for awardees at the ARCD level is to acquire sufficient proficiency to obtain continuous HSR&D merit review funding.

(b) ARCD applicants must have at least 3 years of postdoctoral research experience and are expected to have several first-authored, peer-reviewed publications in the area of their proposed health services research. At the time of application, applicants should have a major role in a merit-reviewed research project funded by VA or another national agency. The appropriate academic rank for an ARCD awardee is Assistant or Associate Professor. An individual with an academic position above the rank of Associate Professor must obtain approval of a “Request for Exception” (see App. A, subpar. 2h).

(3) **CDEA.** CDEAs, the most advanced level in HSR&D’s CD ladder, support established clinician scientists by providing the opportunity for a research sabbatical to learn new research skills. The CDEA, in conjunction with educational leave approved and funded by the applicant’s VA medical center, provides up to 1 year of sabbatical leave. HSR&D’s share of this award must be matched by equal research support granted by the applicant’s VA medical center.

**NOTE:** *Since educational leave has been decentralized, CDE awards are contingent on decisions made at the local VA medical center.* To be considered for a CDEA, the individual must have been an independent investigator, within VA, for a minimum of 6 years. **NOTE:** *Mentored positions such as RCD and ARCD do not count toward this 6-year requirement.* Another basic requirement is a sponsor who will facilitate and make the training available to the applicant. During the award period, the CDEA awardee must devote 100 percent time to research.

d. **Review Of Applications.** At all levels, selection of CD awardees is a competitive, merit-reviewed process. Consideration begins with submission of a LOI (see App. A). If the LOI is approved, the applicant may submit a full application to the HSR&D CD program (see App. B). The CD Review Committee, a subcommittee of HSR&D’s Scientific Review and Evaluation Board, is an interdisciplinary group of VA and non-VA scientists.

e. **Application Timeline.** HSR&D accepts LOIs for CD twice each year, the first business day of May and November. Applicants receive formal notification regarding review of their LOI within approximately 6 weeks. Receipt dates for full applications are August 15 and February 15. Proposals are reviewed and applicants are notified of results within 12 weeks of the receipt date. Successful applicants may expect the award period to start approximately 2 months from the date of proposal submission. Applicants are encouraged to start the application process early, to allow time for review and possible revision and resubmission.

f. **CD Annual Progress Review.** RCD and ARCD awardees who have completed 6 months or more of their award term are required to initiate and participate in an annual progress review carried out by their mentor. Instructions for completing an Annual Progress Review are outlined in Appendix E. After approval by the ACOS for R&D, and, if applicable, CoE or REAP Director, these items are to be sent to HSR&D for review, due June 15 of each year. **NOTE:** *Instructions for preparation and submission of the CD Annual Progress Review are contained in App. E.)*

g. **Awardee Travel.** It is expected that funding of awardee travel to attend scientific meetings will be provided by the VA facility and/or the affiliated university. Depending upon the availability of travel funds, HSR&D may in rare cases provide limited funding for awardee travel for research collaborations, or for presentation of results from the awardee’s VA research.

To be considered, requests for HSR&D funding of awardee travel must be submitted to VA Central Office (124G) 60 days in advance of the travel and must include a complete justification.

h. **Additional Reporting Requirements For RCD and ARCD Awardees.** CD awardees at all levels (RCD, ARCD, and CDE) are required to submit an updated Biosketch (see App. F) annually as well as an updated research abstract for any funded project for inclusion in annual HSR&D publications. Also, a recent (not older than 3 years) black-and-white photograph must be provided.

## 8. CS PROGRAM

HSR&D's CS program is designed to sustain and enhance the research careers of established non-clinician scientists and to recognize and facilitate the interdisciplinary demands of health services research. This is a highly selective program for qualified individuals who have a demonstrated commitment to VA and to health services research. The awards provide full salary support to facilitate the continuing scientific contributions of awardees as well as their collaboration with, and mentoring of, other VA researchers. HSR&D offers two separate awards for individuals at different stages in their careers.

a. **General Requirements.** HSR&D considers all its funded non-clinician Principal Investigators (PIs) "research scientists," eligible to receive salary support commensurate with their percent effort on each of their HSR&D-funded projects. Each CS awardee is expected to have:

- (1) A strong record of success as an independent researcher (as PI) on merit-reviewed projects funded by VA or other national agencies;
- (2) A strong publications record;
- (3) Professional recognition and involvement;
- (4) Interaction with clinicians and/or managers in support of VA patient care; and
- (5) An active role in teaching and mentoring other scientists.

b. **CS Award Levels.** There are two levels of CS award: RCS and SRCS. Prospective awardees should refer to the appendices to Appendix H to determine which level is appropriate.

### (1) RCS Award

(a) RCS awards are for established, independent investigators who have distinguished themselves through scientific achievement and who contribute to the VA research program by training and mentoring junior VA scientists; functioning as a resource for the research community; serving on VA research or other committees; and/or collaborating with clinician investigators. CSs at the RCS level must have a minimum of 6 years of independent research support (VA or other), and must have current VA-HSR&D project support. Academic appointments should be at the Associate Professor or Professor level.

(b) Initial awards are for up to 5 years (subject to review in the third year) and are renewable indefinitely, through a competitive merit review process. Renewal is contingent on the availability of funds and is dependent on the applicant's sustained success in obtaining merit-reviewed research support and participation in activities such as:

1. Training and mentoring junior VA scientists,
2. Serving as a resource for the research community,
3. Participating on VA research committees, and
4. Collaborating with clinician investigators.

(2) **SRCS Award.** Selected individuals who have held an RCS award for a minimum of 5 years may advance to a SRCS award. These senior level awards recognize VA health services researchers who are international leaders in their field. Awards are for 7 years (with review during the fourth year) and are renewable indefinitely, subject to competitive merit review. Renewal is contingent on the availability of funds and is dependent on the applicant's sustained success in obtaining merit-reviewed research support and participation in activities such as:

- (a) Training and mentoring junior VA scientists,
- (b) Serving as a resource for the research community,
- (c) Participating on VA research committees, and
- (d) Collaborating with clinician investigators.

c. **Salary.** CS awardees receive full salary support as long as they continue to secure research funding, and bridge support, if needed, to carry them between funded projects. Awardees are appointed under Title 5 Code of Federal Regulations (CFR) 213.3227(a) Schedule B. Some VA or university committee and teaching responsibilities are appropriate; however, if the awardee holds any significant administrative position at the VA facility or affiliated university, salary support through the CS award will be reduced to reflect the reduction of research time available. It should be noted that position classification is a separate process from the RCS and/or SRCS application, and a separate application is required for position classification or promotion. Refer to VHA Handbook 1200.3. Applications for General Schedule (GS)-14 or GS-15 civil service appointments, if applicable, must be included with the RCS or SRCS application.

d. **Review Of Applications.** CS applications are reviewed by the HSR&D CS Committee, an ad hoc committee of VA scientists. HSR&D accepts no more than two nominees from a given VA medical center each fiscal year. Evaluation criteria include:

(1) Record of success in obtaining research support as a PI from VA and/or other national agencies and/or organizations that use comparable standards of merit review;

(2) A minimum 5/8 time commitment to VA;

- (3) Publications in widely-read, refereed journals, particularly as the first or senior author;
- (4) Invitations to speak or chair sessions at national or international scientific meetings;
- (5) Service on relevant national advisory groups, review committees, or editorial boards;
- (6) Recognition by peers as a leader in health services research;
- (7) Interaction with clinicians and/or managers in support of VA patient care programs; and
- (8) Active role in the education and formal training of young scientists.

e. **CS Progress Review.** The progress of each RCS awardee is reviewed by the CS Committee during the third year of their 5-year award. For SRCS awardees, a progress review is carried out in the fourth year of their award.

f. **Reporting Requirements For CS Awardees.** Like all other HSR&D PIs, RCS and SRCS awardees are required to submit, by June 15 each year, an updated research abstract for any funded project on which they serve as PI (see App. C). At the same time, all CS awardees are to submit an updated Biosketch (see App. F) and a recent black-and-white photograph.

## **9. HSR&D REAP**

### **a. Background**

(1) HSR&D REAP is designed to support and build research program capacity at the VA sites with a history of HSR&D merit-reviewed research and career development funding, but which are not the host of, nor affiliated with, an HSR&D CoE. REAP awards enable the creation or expansion of new teams of health services researchers to conduct research and mentor new investigators. In recognition of the multidisciplinary nature of health services research, these teams are expected to include clinicians, social scientists, and methodologists. REAP is a competitive program for qualified VA sites that are committed to strengthening their health services research activity.

(2) REAPs are funded for up to 5 years. Continuation beyond 5 years depends on a competitive continuation application and upon the availability of funds. Activities supported by HSR&D REAPs are to be performed in VA facilities.

### **b. General Requirements**

(1) REAP awards are available to VA sites, outside of an HSR&D CoE, which have a minimum of three active HSR&D investigators at the same VA medical center. At least two of these individuals must be PIs on currently funded HSR&D merit review research projects (investigator-initiated or service-directed). In addition, the REAP team must include at least one additional person who is either: the PI on a currently-funded HSR&D merit review project; a current HSRD Research Career Scientist (at the Research Career Scientist or Senior Research Career Scientist level); or the PI on a currently-funded HSRD merit CD Development award (at any level).

(2) HSR&D REAP applications must have the support of the VA medical center which must agree to provide a minimum of 25 percent protected time for the investigator who will coordinate program activities (the Coordinating Investigator or PI), and Veterans Integrated Services Network (VISN) support.

c. **Program Awards.** REAP awards support research capacity building by providing additional funding for salaries, projects, infrastructure, as well as special start-up costs. Salary support is available to health services researchers who are part of a multidisciplinary team, specifically non-clinicians, doctoral level investigators, programmers, statisticians, economists and research assistants. REAP funding may also be used for support of pilot projects or enhancements to current research projects, supplies, equipment, and infrastructure.

(1) **Recurring Costs.** Annual support varies based on the number of funded investigators in a program, with a maximum yearly funding of \$250,000. Programs with three funded investigators may receive up to \$200,000 per year; programs with four or more funded investigators may receive up to \$250,000 per year. Funds for recurring costs may be used for specified salaries, projects, and infrastructure.

(2) **Start-Up Costs.** REAP awards may also support special program start-up costs. This support is available for the first year, with a maximum one-time request of up to \$100,000 for shared computer hardware and software. Requests must be well justified, and shared support is encouraged and should be documented. Shared support by the VA medical center, VISN, or affiliated institution may include cost sharing, facility renovation or equipment costs, service contracts on equipment, or personnel costs.

d. **Review of Applications.** REAPs are selected through a competitive, merit-reviewed process.

e. **Application Timeline.** Annually, on the first Friday in September, HSR&D releases a list of sites eligible for consideration under this initiative. Eligibility is based on the criteria listed under General Requirements (see subpar. 9b.) and an analysis of that fiscal year's list of funded HSR&D investigators. Deadline for receipt of applications is the first Friday in November. Funding decisions will be announced in mid-December, and funding will begin January 1.

f. **Reap Annual Program Review.** REAPs that have completed 6 months or more of their award term are required to submit an annual budget and research performance report to the Director of HSR&D. Subsequent program reports must be submitted annually during REAP funding. Reports should be prepared by the HSR&D Coordinating Investigator, and submitted through the local ACOS for R&D. The report must contain the following information:

(1) List of REAP investigators (may not fall below three) who serve as PI on merit-reviewed project(s). For each funded project, provide the project number, title, and dates of the funding period;

(2) PI, project title, project number, submission date, and status for all LOIs and proposals submitted to HSR&D from this facility during the reporting period;

- (3) Full citation for all manuscripts accepted for publication during the reporting period;
- (4) Synopsis of major research findings during the reporting period;
- (5) Status of any programs for development and mentoring of junior staff;
- (6) Number and quality of pilot projects underway; and
- (7) Evidence of local, national, and international recognition of the program and/or its members.

***NOTE:*** *Unsatisfactory performance will result in probationary status and possible early termination of funding.*

**LETTER OF INTENT  
FOR CAREER DEVELOPMENT (ALL LEVELS)**

**1. REQUIREMENTS.** The Health Services Research and Development Service (HSR&D) requires an approved Letter of Intent (LOI) prior to submission of a full application for a Career Development (CD) award. LOIs must be prepared in accordance with the instructions contained herein. Applicants are responsible for determining the appropriate award level based on their training and research experience and for following the corresponding application guidance.

**2. REQUIRED CONTENT.** A complete LOI package consists of the items listed below, in the order indicated:

a. **Department of Veterans Affairs (VA) Form 10-1313-13, VHA Research and Development Letter of Intent Cover Page.** In block 1, check HSR&D. In block 3, check Career Development and indicate the level of the award sought. If this is a revised LOI, so indicate. Place this page first. **NOTE:** *VA Form 10-1313-13 is available on the Web at [www.va.gov/forms/medical/SearchList.asp](http://www.va.gov/forms/medical/SearchList.asp).*

**NOTE:** **For Revised LOIs Only** *Cover letter (up to three pages) describing revisions. Use italicized text in the new LOI to indicate changes.*

b. Name(s) and signature(s) of proposed mentor(s) or sponsor. **NOTE:** *Use a separate page.*

c. **Abstract.** Concise (maximum one page) description of the career development plan. Include the rationale, applicant's long- and short-term goals, proposed research, mentoring plan, and plans for supplemental formal education or specialized training to advance the applicant toward independence. The abstract should be written and organized as a clear, stand-alone document. The plan is considered in relation to the candidate's level of experience and training, the appropriateness and expertise of the candidate's primary mentor, and the resources of the local research and academic environment.

d. **Curriculum Vitae.** Applicant's curriculum vitae.

e. **Curriculum Vitae.** Curriculum vitae of each proposed mentor (for Research Career Development (RCD) and Advanced Research Career Development (ARCD)), or sponsor (for Career Development Enhancement Award (CDEA)).

f. Documentation from the local Human Resource Management (HRM) office that the applicant has a current VA appointment or, if not, is eligible for a VA appointment or will be eligible upon completion of the award. Documentation may take the form of a copy of the employee's personnel action or a letter from the personnel director stating that the individual meets eligibility requirements for employment as VA medical staff. Sample statement: Based on review of the applicant's credentials, this is to confirm that Dr. \_\_\_\_\_ meets Federal and VA hiring requirements for appointment to the medical staff of this facility (or currently holds a /8ths time appointment as a staff \_\_\_\_\_).



g. The applicant must be a United States (U.S.) citizen or permanent U.S. resident.

h. **If Any of Items (1) – (4) Applies.** A “Request for Exception” letter, addressing in detail the applicant’s circumstance and justification for an exception. **NOTE:** *All requests for an exception must be approved by the Chief R&D Officer.*

(1) Applicant proposes to conduct research in a non-VA facility;

(2) Applicant proposes to conduct research at a site remote from the applicant’s primary mentor;

(3) RCD applicant holds an academic rank higher than Assistant Professor, is more than 5 years beyond completion of most recent clinical training or fellowship, or has more than 5 years of other postdoctoral training;

(4) ARCD applicant holds an academic rank higher than Associate Professor.

**3. FORMAT.** All parts of the LOI should be typed single-spaced, with minimum 1-inch margins on all sides and a font no smaller than 11-point. **NOTE:** *An LOI will be returned without review if it is not complete or does not conform to these guidelines.*

**4. DUE DATES.** LOIs for the CD program are due on the first business day of November and May.

**5. SUBMISSION.** Send the original and one single-sided copy to HSR&D at the address provided in paragraph 6 of this Handbook.

**6. REVIEW.** LOIs are reviewed by HSR&D staff to determine if the applicant meets the basic requirements for the requested award level, if the mentor(s) or sponsor has appropriate expertise, and if the area of research proposed is appropriate for VA and HSR&D.

**CAREER DEVELOPMENT APPLICATIONS  
(RESEARCH CAREER DEVELOPMENT (RCD) AND ADVANCED RESEARCH  
CAREER DEVELOPMENT (ARCD) LEVELS)**

**1. REQUIREMENTS**

a. Applications for all levels of Career Development (CD) award may be submitted only after a Letter of Intent (LOI) has been approved. This Appendix contains detailed instructions for preparation and submission of applications for awards at the Research Career Development (RCD) and Advanced Research Career Development (ARCD) levels (see App. C for application instructions for Career Development Enhancement Awards (CDEAs)).

b. Applications must be complete upon arrival in the Department of Veterans Affairs (VA) Central Office. Applications will be returned without review if received late, if any required components are missing, or if they do not follow formatting instructions. The responsibility for a complete and timely submission lies with the Research and Development (R&D) Office at the originating VA medical center.

**2. GENERAL REVIEW CRITERIA:** RCD and ARCD applications are evaluated on the following criteria:

a. Quality and appropriateness of the plan to advance the applicant's success as an independent HSR&D investigator;

b. Applicant's prior training and accomplishments, including the quality of completed research;

c. Qualifications and commitment of the proposed parties to serve as effective mentor(s) or sponsor;

d. Compatibility of the applicant's background with stated research and career plans;

e. Appropriateness of the sponsoring medical center for the applicant's proposed research and development;

f. Anticipated effect of the potential award on the applicant's VA research career;

g. Quality of the proposed research, including appropriateness of the conceptual framework; and

h. Relevance of applicant's research interests to the needs of VA.

**NOTE:** For ARCD Applicants, include the applicant's record of local and national service to VA.

**3. FORMAT.** Start with VA Form 10-0102, Career Development Application, and number every page, at the bottom, including the applicant's last name (e.g., Smith-1 to Smith-64). Do not place any cover letters or attachments in front of VA Form 10-0102. Type single-spaced, using a minimum font size of 11-point and minimum 1-inch margins on all sides.

**4. PREPARATION.** The RCD application needs to be prepared jointly with the mentor. The ARCD application needs to be prepared independently by the applicant and reviewed by the mentor.

## **5. REQUIRED COMPONENTS OF FULL APPLICATION**

### **a. VA Form 10-0102**

(1) Complete items 3 through 9 as indicated on the form. In block 10 (Program Level) enter "HSR&D" and identify the requested award level (RCD or ARCD). Complete Item 13 from the appropriate list in "Codes and Instructions for Investigator Data Sheet" (see page 18 of VA Form 10-5368, VA Medical Research Information System Report). Complete items 14 through 16 as indicated. Original signatures are required for the applicant and the Associate Chief of Staff (ACOS) for R&D.

(2) On the back of VA Form 10-0102, type a one-page summary of the application. Briefly describe the applicant's current research interests, short- and long-term career plans, mentoring plans, and the proposed research. At the bottom, list up to 6 Keywords from the National Library of Medicine's Permuted Medical Subject Headings (MeSH terms).

b. **Table of Contents.** Include as headings all "required components" and applicable "optional components," with subheadings as needed for clarity.

***NOTE: If this is a Revised Application Response Letter. A cover letter, not exceeding three pages, should address changes made in response to previous reviewers' comments.***

### **c. Nominating Letters**

(1) HSR&D requires a nominating letter from the VA medical center Director documenting approval of the application. In particular, the Director's letter must explicitly document commitment to offer the awardee a position at the conclusion of the CD award period. The Director's letter needs to include the following statement: *My nomination of Dr. \_\_\_\_\_ for a Career Development award represents a serious commitment on the part of the \_\_\_\_ VA Medical Center. Specifically, my support of this application signifies my commitment to provide the applicant a staff appointment at the conclusion of the anticipated CD award period.*

(2) A single, co-signed letter (or two separate letters) is also required from the Dean's Committee and the R&D Committee, documenting their support of the nomination.

e. **Biographic Sketch.** Use VA Form 10-1313-5, Investigator's Biographic Sketch. Include the applicant's full educational and research history, current positions and any expected positions from the present time until the requested start date of the CD award.

f. **Bibliography.** Use VA Form 10-1313-6, Investigator's Bibliography. Publications listed on Form 10-1313-6 are not to exceed two pages and need to be limited to those that are most important and pertinent to the application. Include only items that are published or accepted for publication ("in press"), listed chronologically (earliest to most recent). Indicate whether or not each journal is refereed and whether it is principally a clinical or a research publication. ***NOTE: Reviewers will receive each applicant's curriculum vitae with complete bibliography.***

g. **Research Support.** Use VA Form 10-1313-7, Investigator's Total VA and Non-VA Research Support (Current and Pending), VA Form 10-1313-8, Investigator's Total VA and Non-VA Research/Development, an abstract, and budget pages for all non-VA support. For each project listed, identify the Principal Investigator (PI) and the role of the applicant.

h. **Description of Facilities.** Briefly describe the available office and research space and its location, specifying whether it is in a VA facility. Describe pertinent resources, including equipment available to the applicant and, if applicable, available clinical facilities. Identify existing core programs at the facility and describe opportunities for collaboration. If the research space is not in a VA facility, a copy of the approved Request for Exception letter must be submitted.

i. **Mentor's Support Letter.** RCD and ARCD applicants are to submit a letter from each proposed mentor. Each letter is to describe the applicant's proposed research training experience from the mentor's point of view and to include:

(1) Description of the distribution of the mentor's time commitment to research, patient care, teaching, and administration;

(2) Description of the mentor's current obligations, including the number of residents, fellows and other trainees the mentor currently supervises in research as well as past and projected trainees, with inclusive dates; and

(3) Detailed description of the planned training experience, including formal and informal coursework, the role of the applicant in the mentor's research, role of the mentor in the applicant's research, and nature of the mentor's interaction with the applicant. Include hours per week that the mentor will devote to the applicant and the extent and nature of expected interaction between the applicant and other researchers at the medical center.

j. **Statement of Service Chief or Section Head.** The appropriate Service Chief or Section Head must submit a statement specifying the applicant's level of clinical involvement during the period of the CD award. The statement needs to include the applicant's expected hours per week and percentage of time to be spent in clinical and any other non-research activities (these are not to exceed 10 hours per week).

k. **ACOS for R&D Support Letter.** The ACOS for R&D is required to submit a letter of support and to state the commitment to review the applicant's progress and development at least annually, subsequent to receipt of the CD award.

1. **Reference Letters.** Include reference letters from five professional colleagues. *NOTE: Evidence of support from individuals at institutions external to the applicant's host facility is helpful.*

m. **Mentor's Curriculum Vitae with Bibliography and Research Support.** For each proposed mentor, include VA Form 10-1313-5 and VA Form 10-1313-6. Include research experience and funding, and accomplishments in research, patient care, teaching and administration. The bibliography should include, in chronological order, the most important and pertinent publications and generally should not exceed three pages. Include VA Form 10-1313-7 and VA Form 10-1313-8.

n. **Career Plan.** The career plan needs to be given special emphasis. It is the most important part of the application, because it conveys the applicant's commitment to VA, their research interests and ideas, and how a concentrated period of protected time, mentoring, and educational enhancement activities will enable them to develop into an independent investigator and achieve their career goals. The applicant's short- and long-term career plans need to be described in detail (maximum 7 pages). Include:

- (1) Previous research experience and funding.
- (2) Current research interests and involvement, including funding.
- (3) Relationship between the research interests of the applicant and mentor.
- (4) Potential impact of the planned research on the improvement of veterans' health care and/or health policy.
- (5) How the award is expected to affect the applicant's commitment, role, and/or professional advancement within VA.
- (6) Future research plans and ambitions (explain how the proposed CD award fits these plans).
- (7) Time commitment to research. Indicate percent of time to be devoted to research, and describe other concurrent commitments to the local VA medical center.
- (8) Specific educational and training activities, including formal coursework, seminars and workshops, work with experts in addition to mentors for periods of intensive, specialized training, or other collaborations and activities intended to increase the applicant's knowledge and enhance growth as an independent investigator.

o. **Research Plan.** Summarize the proposed research project(s) within the context of a comprehensive, logical plan for the applicant's increasing independence as an investigator. The project(s) needs to be presented within an explicit discussion of the conceptual framework; needs to reflect thoughtful appreciation of the analytic methods and statistical tools that would be employed; and needs to be described in enough detail to allow for meaningful evaluation by reviewers. Emphasis needs to be placed on how the project(s) proposed under the CD award

would utilize the applicant's and mentor's strengths and how each project would build upon the applicant's prior experience. The respective roles of the candidate and mentor(s) need to be specified. This section may be up to five pages in length.

***NOTE:** Reviewers advise that unsuccessful applicants frequently devote too much space to discussing the background, stating the obvious, or describing current or past projects, leaving insufficient room for presenting the research they hope to carry out during the award period. The appropriate level of specificity regarding research methods depends upon the candidate's prior training and experience, the mentoring plan, and how close the candidate is to producing a fully developed LOI or proposal for an HSR&D research project. More detail is expected from candidates whose research careers are more advanced.*

## 6. OPTIONAL COMPONENTS

a. **Requested Research Funds.** To request supplemental funds for research expenses, include VA Form 10-1313-3, Current Funds and First Year Request for Program, and VA Form 10-1313-4, Estimated Expenses of Program. Do not include the applicant's salary in the budget. Supplemental research support is limited to a maximum (from all sources) of \$10,000 for RCD awards and \$20,000 for ARCD awards.

b. **Supplemental Materials.** Applicants may submit up to three publications or manuscripts representative of their best work. For ARCD applicants, these should be first-authored publications. Include six copies of each reprint, collated into sets separate from the proposal. Videotapes, CD-ROMs, bound materials, and books should **not** be submitted.

## 7. ISSUES TO CONSIDER

a. The primary mentor needs to take an active role in the development of the application.

***NOTE:** Inadequate evidence of input and review by the mentor is a common problem in unsuccessful applications.*

b. The mentoring plan needs to include an educational enhancement component specifying formal coursework, specialized training, and/or other educational activities. These activities need to be clearly linked to the candidate's research and career plans.

c. The candidate's mentoring relationships and research plan need to include clear steps toward increased independence. Collaborations should not impede the candidate's independent growth, and the candidate's role in all proposed research needs to be clearly described.

d. The career plan needs to include both short- and long-range goals.

e. The research plan should be realistic and limited to what can be feasibly accomplished in three years.

f. Proposed projects need to be related, but completion of one need not be contingent on another.

g. The proposed research needs to reflect awareness of any ethical issues. **NOTE:** *CD awardees are expected to complete annual ethics training.*

h. ARCD applications should build on work started under the RCD award, or, for new applicants entering the program as advanced candidates, prior research.

i. ARCD applications need to present a clear plan for continued growth, including formal coursework, specialized training, and/or other educational enhancement activities.

**3. DUE DATES.** HSR&D reviews CD applications semiannually. Application deadlines are the 15th of February and August (or the next business day).

**4. SUBMISSION.** Send the original and 20 double-sided copies to the address provided in paragraph 6 of the Handbook. The original is to be clearly marked and enclosed in a separate folder. Use staples or binder clips to separate copies (not rubber bands or colored pages). Do not use foam peanuts or shredded paper as packing material.

## **CAREER DEVELOPMENT APPLICATIONS (CAREER DEVELOPMENT ENHANCEMENT (CDE) LEVEL)**

**1. GENERAL REQUIREMENTS.** The Health Services Research and Development Service (HSR&D) requires an approved Letter of Intent (LOI) prior to submission of a full application for a Career Development Enhancement (CDE) award (see App. A). The application needs to convincingly demonstrate the value of the proposed sabbatical to the investigator and to their Veterans Affairs (VA) medical center. The application must contain:

- a. A full history of the applicant's educational and research experience,
- b. The sponsor's qualifications,
- c. A detailed description of the proposed work to be carried out during the award period, and
- d. Justification of the value of the training period to the applicant and to VA.

## **2. COMPONENTS OF THE FULL APPLICATION**

### **a. VA Form 10-0102, Career Development Application**

(1) Complete items 3 through 9 as indicated on the form. In block 10 (Program Level) enter "HSR&D" and identify the requested award level (i.e., CDE). Complete Item 13 from the appropriate list in "Codes and Instructions for Investigator Data Sheet" (see page 18 of VA Form 10-5368, VA Medical Research Information System Report, available from Research Service). Complete items 14 through 16 as indicated. Original signatures are required from the applicant and the Associate Chief of Staff (ACOS) for R&D.

(2) On the back of VA Form 10-0102, type a one-page summary of the application. Briefly describe the sponsor's qualifications and site at which the proposed training will be conducted, a description of the proposed research, and a statement of the benefits to be obtained from the training period. At the bottom, list up to 6 Keywords from the National Library of Medicine's Permuted Medical Subject Headings (MeSH terms).

b. **Table of Contents.** A Table of Contents must follow VA Form 10-0102. Headings are to include items 1 through 10 of this instruction section, with subheadings as necessary for clarity.

c. **Nominating Letters.** The application must include either a co-signed letter from the medical center Director stating that the Director, the Dean's Committee, and the Research and Development (R&D) Committee have all approved submission of the application. Alternatively, submit three separate nominating letters.

### **d. Sponsor's Letter of Commitment**

e. **Approved Extended Educational Leave Request.** CDE applicants are required to submit documentation from their local VA medical center indicating contingent approval of educational



## APPENDIX C

leave in time and amount. Use VA Form 10-5503, Extended Educational Leave Request Briefing Slip.

f. **Applicant's Curriculum Vitae.** Use VA Form 10-1313-5 and VA Form 10-1313-6.

g. **Applicant's Research Support.** Use VA Form 10-1313-7, Investigator's Total VA and Non-VA Research Support (Current and Pending); and VA Form 10-1313-8, Investigator's Total VA and Non-VA Research/Development Support. Insert award notices or other information to document research support for the period of the award.

h. **Sponsor's Curriculum Vitae.** Use VA Form 10-1313-5 and VA Form 10-1313-6.

i. **Narrative**

(1) Brief history of the applicant's research background, including previous funding.

(2) Detailed plan of the research to be conducted and training activities during the award period (not to exceed five pages).

(3) Statement outlining the expected results of the experience in terms of the benefit to VA, improvement in patient care, increase in productivity, and other beneficial factors.

(4) Description of local and national service to VA.

(5) Copy of any Letter of Intent submitted to HSR&D's Investigator-Initiated Research program within the last year and its approval status.

j. **Publications.** CDE applicants should submit their three most recent publications. Include six copies of each reprint, collated into sets separate from the proposal. Videotapes, CD-ROMs, bound materials and books should not be submitted.

**3. FORMAT.** Start with VA Form 10-0102, and number every page, at the bottom, including the applicant's last name (e.g., Smith-1 to Smith-64). Do not place any cover letters or attachments in front of Form 10-0102. Type single-spaced, using a minimum font size of 11-point and at least 1-inch margins on all sides.

**4. SUBMISSION.** Send the original and 20 copies to HSR&D at the address provided in paragraph 6. ***NOTE:** Applications will be returned without review if they are not complete or do not conform to these guidelines. Responsibility for following instructions and preparing a complete and timely submission lies with the R&D Office at the originating VA medical center.*

**CAREER DEVELOPMENT ANNUAL REVIEW  
(RESEARCH CAREER DEVELOPMENT (RCD) AND ADVANCED RESEARCH  
CAREER DEVELOPMENT (ARCD) LEVELS)**

## **1. REQUIREMENTS**

a. Health Services Research and Development (HSR&D) requires a formal evaluation of progress for each Research Career Development (RCD) and Advanced Research Career Development (ARCD) awardee who has completed 6 months or more of their award term. The review emphasizes the awardee's adherence to the approved training program, interactions with mentors, research progress, and research plans for the coming year. Documentation supporting the local review is to be submitted to HSR&D by June 15 (along with other items due annually). Annual reviews must be performed by the Associate Chief of Staff (ACOS) for Research and Development (R&D) or by a scientist(s) appointed by the Research Office at the host facility. The review will be based on information provided by the awardee, input received from the awardee's mentor(s), and observations made by the reviewer. **NOTE:** *This is in addition to Annual Proficiency Reviews for Title 38 employees.*

b. HSR&D is responsible for determining whether the progress and activities planned are satisfactory. Awardees with an unsatisfactory review may be placed on probation and risk the termination of their CD award.

## **2. REQUIRED COMPONENTS**

Each annual performance review should consist of the following materials:

a. **Annual Progress Report.** An annual report covering the period since the last review (see subpar. 7f of the handbook and App. E). Department of Veterans Affairs (VA) Form 10-1314, Health Services Research and Development Service Career Development Awardee Annual Progress Report, a two-page report, requests information about specific training activities, time allocation, interaction with mentor(s), funded research, any changes in career development plan, and accomplishments, including publications and presentations. **NOTE:** *Contact the HSR&D Career Development Program Manager (124D) in VA Central Office for a copy of VA form 10-1314.*

b. **Mentor Letter(s).** Attach a letter from each mentor containing the following information:

(1) Identification of any changes from the award application in the distribution of the mentor's time in research, patient care, teaching, and administration (if there are no changes, so state).

(2) Identification of any changes from the award application to the mentor's current obligations, including the number of residents, fellows and other trainees who the mentor is currently supervising as well as projected trainees (if there are no changes, so state).

(3) Description of mentor's interactions with the awardee during the performance period, including the awardee's role in the mentor's research program, the mentor's role in the

## APPENDIX D

awardee's research program; formal training completed, percentage of each mentor's time devoted to the awardee, and the nature and quality of interactions with the awardee.

(4) Description of any changes to the awardee's career plan identified during the performance period.

(5) Description of progress on the awardee's proposed research. Discuss any changes from the approved research plan.

c. **Current Curriculum Vitae of Awardee**

d. **Abstract of Current or Planned Research**

e. **New or Updated Abstract(s)**. Include abstract for any HSR&D-funded research project for which awardee is principal investigator (PI). **NOTE:** *For inclusion in HSR&D's Annual Progress Report.*

f. **(OPTIONAL) Request for Supplemental Research Support**. If the awardee qualifies for supplemental research support (see following NOTE), attach VA Form 10-1313-7, Investigator's Total VA and Non-VA Research Support (Current and Pending), VA Form 10-1313-8, Investigator's Total VA and Non-VA Research/Development, plus abstract and budget pages for any research project funded by a source other than VA. Research support funds will not be distributed without this documentation. **NOTE:** *The maximum total amount of supplemental VA research support a CD awardee may receive, is \$10,000 per year (for RCD) and \$20,000 per year (for ARCD).*

g. **(OPTIONAL) Awardee Response to the Local Evaluation**. If the local evaluation identifies problems or areas needing improvement, the awardee may provide a written response including a plan for addressing these.

**3. DUE DATE.** Annual performance reviews are due to HSR&D by June 15 of each year. Send all required materials to HSR&D at the address provided in paragraph 6 of the Handbook.



## TO BE COMPLETED BY THE AWARDEE

Response should only include updates, changes and activities since the last report. If additional space is needed, continue onto a separate sheet. Attach reprints (*if available*) of any publications listed. (*Please type or print.*)

AWARDED NAME, DEGREES ( <i>Print</i> )	LOCATION OF PRIMARY OFFICE AND WORK SITE	ROUTING SYMBOL
VA TITLE	VA MEDICAL CENTER ( <i>City, State</i> )	
ACADEMIC RANK, DEPARTMENT AND AFFILIATION		
E-MAIL ADDRESS	TELEPHONE NUMBER	FAX NUMBER

1. SPECIFY ANY CHANGES TO MENTORING, RESEARCH OR CAREER PLANS, INTEREST OR FOCUS SINCE LAST REPORT.

## 2. LIST ALL NON-RESEARCH ACTIVITIES FOLLOWED BY PER CENT OF AWARDEES TIME COMMITMENT TO EACH

Non-Research Role or Activity	% Time	Non-Research Role or Activity	% Time
A.	%	C.	%
B.	%	D.	%

3. TRAINING SINCE LAST REPORT (*formal courses, seminars, data sessions, lab meetings, journal clubs, lecture series, etc.*)

Training Received	Time Period	Training Received	Time Period
A.		D.	
B.		E.	
C.		F.	

## 4. PARTICIPATION IN NATIONAL OR INTERNATIONAL SCIENTIFIC MEETINGS

Meeting	Date	Meeting	Date
A.		C.	
B.		D.	

5. PUBLISHING EFFORT SINCE LAST REPORT, LIST ARTICLES SUBMITTED (*attach extra page if necessary*), IN-PRESS, OR PUBLISHED

Name of Journal	Peer Review	1st or 2nd Author?	Topic of Article	Publication Date or Status
A.	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>		
B.	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>		
C.	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>		
D.	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>		
E.	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>		
F.	Y <input type="checkbox"/> N <input type="checkbox"/>	Y <input type="checkbox"/> N <input type="checkbox"/>		

## 6. SPECIAL ACHIEVEMENTS OR RECOGNITION SINCE LAST REPORT

Please refer to the Health Services Research and Development Service Capacity Building Handbook, for a complete description of the Career Development Program and instructions for preparing annual reports.

**7. NEW PROJECTS AND PROPOSALS SINCE LAST REPORT** *(Attach completed VA Forms 10-1313-7 and 10-1313-8)*

Project Number	Role	Source	Budget	Status
A.				
B.				
C.				
D.				
E.				
F.				

**8. PRESENTATIONS AND INVITED LECTURES SINCE LAST REPORT**

Description	Occasion	Location	Date
A.			
B.			
C.			
D.			
E.			
F.			

**9. NAMES OF MENTORS AND DESCRIPTION OF LEVEL OF INTERACTIONS WITH AWARDEE** *(% time, days/week, days/month, etc.)*

Primary Mentor	
Secondary Mentor	
Tertiary Mentor	

10. SIGNATURE <i>(Signature of Awardee)</i>	DATE
---	------

11. SIGNATURE OF AWARDEE'S ACOS FOR RD <i>(I have reviewed the awardees progress and found it satisfactory.)</i>	DATE
--	------

12. COMMENTS <i>(Awardee or ACOS for RD)</i>
--

**AWARDEE BIOSKETCH  
(CAREER DEVELOPMENT AND CAREER SCIENTIST AWARDEES)**

1. Every Health Services Research and Development (HSR&D) Career Development and Career Scientist awardee must submit a brief Awardee Biosketch and a recent (not more than 3 years old), wallet size black-and-white photo by June 15 of each year.

2. The Biosketch need not not exceed 300 words and needs to highlight the awardee's academic background, Department of Veterans Affairs (VA) position, research interests, and professional accomplishments. If the awardee is principal investigator (PI) on any HSR&D funded project(s), include project number(s) and one-line project description(s). Any non-VA funding also needs to be described, and full citations provided for any publications within the last year.

a. **Outline of Biographical Information**

- (1) Full name and degree(s).
- (2) Undergraduate education (where, what).
- (3) Medical or nursing school and residency training; or graduate school (what, where).
- (4) Year joined VA.
- (5) Current VA medical center.

b. **Major Research Interest.** Major research interest(s) and major research accomplishments prior to award.

c. **What the Award Will (and already has) Enable(d) Awardee to do:**

- (1) Research plans or accomplishments (focus, support, status).
- (2) Recent publications.
- (3) Clinical activity (if applicable).
- (4) Training plans or accomplishments.

d. **For Career Development Awardees.** Mentor(s) (who, where, expertise).

e. **For Career Scientist Awardees.** Training, education or mentoring roles; committee appointments, and leadership roles.

f. **Sample Biosketch.** Use Times New Roman, 12 point, and single-spacing. The Biosketch must fit in a box 6 inches wide x 7-1/2 inches long! No extra formatting, please. Biosketches are due by June 15<sup>th</sup> each year. They should be in Microsoft Word format.

## APPENDIX F

- (1) **Address.** Either mail on a diskette to the following address

Department of Veterans Affairs  
HSR&D Career Development Program Manager (124D)  
810 Vermont Ave., NW  
Washington, DC 20420

- (2) **Sample**

Jane A. Jones, M.D., completed her medical training at Johns Hopkins University in 1989, and her internship and residency in internal medicine at the University of Chicago in 1993. Undergraduate work, at Hampshire College, was in Medical Ecology and Philosophy. She joined VA in 1995.

Dr. Jones' major research interest is the development and evaluation of systems for monitoring clinical outcomes and processes of care, especially for patients with "chronically critical" and terminal conditions, and implementing these systems at the micro and macro levels to improve the quality of care. Her earlier work in this area illustrated the problems of trying to profile hospitals based on readmission and mortality rates. With colleagues at Chicago, she designed a study and secured funding from VA-HSR&D to validate quality indicators based on severe laboratory abnormalities. Work on that study, HSR&D Project #IIR 99-010, will continue through the next 12 months.

Dr. Jones' HSR&D career development award will enable her to pursue her interest in patient knowledge and preferences related to treatment and outcomes, and other issues related to the health care decisions of seriously ill patients. In pursuit of these research interests, she plans to expand her methodological skills through graduate coursework in qualitative methods, and through participation in a funded project with her mentor, focused on the role of "optimism" in health care decision-making. In addition, she will complete the intensive bioethics certificate program at Tufts.

Dr. Jones' recent publications include "Improving Quality of Care for Terminally Ill Patients" in the January 5, 2001, issue of the Journal of the American Medical Association JAMA.

Dr. Jones' mentors are Marsha Smart, M.D., a nationally recognized leader in the design and analysis of qualitative studies in health services research, and Robert Choice, Ph.D., a distinguished expert in decision modeling techniques.

**SAMPLE FORMAT FOR THE  
HEALTH SERVICES RESEARCH AND DEVELOPMENT (HSR&D)  
CAREER DEVELOPMENT AWARDEE CONTRACT**

I hereby acknowledge that I have been informed of Health Services Research and Development Service (HSR&D) policy regarding the responsibilities of Career Development awardees. In accepting this award, I agree to acknowledge the Department of Veterans Affairs (VA) as my primary affiliation on all publications and presentations and to comply with all HSR&D annual reporting requirements. In addition, I will participate in an annual progress review, carried out by the Office of Research and Development at my VA Medical Center and forwarded to HSR&D at VA Central Office for approval. Failure to comply with the conditions of this award will result in immediate cancellation and withdrawal of funds and may jeopardize my eligibility to compete for future HSR&D funding.

---

**(Print Name of Awardee)**

---

**(Signature of Awardee)**

---

**(Date)**

---

**(Signature of Associate Chief of Staff for Research and Development)**

---

**(Date)**



## **GENERAL REQUIREMENTS FOR CAREER SCIENTIST PROGRAM AWARDS**

**1. APPLICATIONS.** Application for a Career Scientist award does not require a Letter of Intent (LOI). The applicant submits a full proposal, through the sponsoring Department of Veterans Affairs (VA) medical center, to Health Services Research and Development (HSR&D). Applicants need to specify whether they are applying for an award at the Research Career Scientist (RCS) or Senior Research Career Scientist (SRCS) level. No medical center may submit more than two Career Scientist applications in a fiscal year.

### **2. REQUIRED COMPONENTS OF A FULL APPLICATION**

a. Cover page, listing the following information in the order specified:

- (1) RCS application for HSR&D.
- (2) VA medical center.
- (3) Applicant's name.
- (4) Applicant's date of birth.
- (5) Position currently held and proposed.
- (6) Applicant's current VA employment status (in 8ths).
- (7) Number of years employed by VA as a postdoctoral scientist.
- (8) Applicant's current grade and step.
- (9) Applicant's academic title (indicate tenure status).
- (10) Location of applicant's office.
- (11) Statement of applicant's working relationships with other investigators and interactions at the medical center.
- (12) Statement describing the applicant's research area and its relevance to VA health care.
- (13) Current VA funding (amount, title of project, role) and year of last approved Merit Review or other VA research support.
- (14) Current extra-VA funding (source, amount, title of project, project number, years of support, role (principal or co-principal investigator)).

## APPENDIX H

(15) **Five Letters of Support.** The letters need to address the investigator's reputation as a scientist, standing in the investigator's chosen field of research, and other factors that may be relevant to the evaluation.

(16) Name, title, and signature of the Associate Chief of Staff for Research and Development (R&D).

b. Letter of support from the local R&D Committee.

c. Research funding history, both VA and extra-VA, in spreadsheet format.

d. For current VA-funded research: VA Form 10-1313-2, Merit Review Application – Summary Description of Program/Project; VA Form 10-1313-3, Merit Review Application – Current Funds and First Year Request for Program/Project; VA Form 10-1313-4, Merit Review Application – Estimated Expenses of Program/Project; VA Form 10-1313-7, Merit Review Application – Investigator's Total VA and Non-VA Research Support (Current and Pending); and VA Form 10-1313-8, Merit Review Application – Investigator's Total VA and Non-VA Research/Development Support.

e. For all current non-VA funded research: abstract and budget pages.

f. Curriculum vitae.

g. Two publications representative of the applicant's work.

**3. FORMAT.** All parts of the application are to be typed single-spaced, with minimum 1-inch margins on all sides and a font no smaller than 11-point. **NOTE:** *Applications will be returned without review if they are not complete, or do not conform to these guidelines. Responsibility for following instructions and preparing a complete and timely submission lies with the R&D Office at the originating VA medical center.*

**4. APPLICATION TIMELINE.** Deadlines for receipt of applications are the first business day of March and September. Applications are reviewed semi-annually, usually in April and October.

**5. SUBMISSION.** Send the original and ten copies of the application to the address provided in paragraph 6 of this Handbook.

**RESEARCH ENHANCEMENT AWARD PROGRAM (REAP) APPLICATIONS****1. GENERAL REQUIREMENTS**

a. Applications for the Research Enhancement Award Program (REAP) may be only from sites eligible under this initiative (see subpar. 9b of the Handbook). This appendix contains detailed instructions for preparation and submission of applications for REAP awards. Additional information concerning completion of required forms, the required sections and content of the narrative proposal, appendices, and an application checklist can be found in Appendices J, K, L, and M.

b. Applications must be complete and comprehensive as submitted. Applications are considered incomplete and returned if illegible, instructions are not followed, or if the material presented is insufficient to permit an adequate review. Health Services Research and Development (HSR&D) REAP applications must conform to the standardized format as outlined in the following and contain all pertinent information. The narrative must be limited to twenty pages (see App. K). No copies of funded or pending research applications by investigators are to be submitted. Each qualifying investigator may submit up to two journal article reprints representing their most important work, with six collated sets of these reprints accompanying the application.

**2. GENERAL REVIEW CRITERIA.** HSR&D REAP applications are evaluated on the following criteria:

- a. Scientific qualifications of the participating investigators.
- b. Plans to develop new and innovative research programs to enhance the current health services research activities.
- c. Prior success of participating investigators in the training of pre- and post-doctoral fellows, as well as current activity and future plans for recruiting and developing new investigators.
- d. Appropriateness of the budget and ability to administer the funds.
- e. Commitment of the Department of Veterans Affairs (VA) medical center, Veterans Integrated Service Network (VISN), and any affiliated institution.

**3. FORMAT**

a. **Required Forms.** Use VA Forms 10-1313-1 through 8, Merit Review Application, and VA Form 10-1436, Research and Development Information System Project Data Sheet. These forms are available through each VA medical facility's Research and Development (R&D) Office and on the Office of Research & Development (ORD website). NOTE: The Principal Investigator (PI)'s Social Security Number is only required on the original forms.

## APPENDIX I

b. **Printing, Reproduction, and Assembly.** Type material single-spaced on standard 8-1/2 x 11-inch paper, with margins at least 1-inch on all sides. Use a font that is easy to read and photocopy (minimum 11-point). There may be no more than six lines of text per vertical inch. HSR&D requires the single-sided original and twenty copies duplicated back-to-back. Use a blank sheet of paper as a continuation sheet for VA forms, if necessary. Use spring clips rather than rubber bands, staples or binding to assemble each copy, and do not insert colored paper between copies.

c. **Pagination.** Type the last name of the proposed Coordinating Investigator (or PI) in the lower right portion of each page, followed by the sequential page number (e.g., Smith - 23).

**4. REQUIRED COMPONENTS OF THE FULL APPLICATION.** Include all the following items in the order indicated and the length specified. Specific instructions are provided for form items; required sections of the proposal narrative are identified.

a. **VA Form 10-1313-1, Merit Review Application.** This first page of the application provides brief identifying information. Items that may require clarification are discussed in Appendix B.

b. **VA Form 10-1313-2, Summary Description of Program/Project.** This is the second page of the proposal. Under "Identifying Information," check the appropriate box to indicate that you are describing a program. Provide the identifying information requested: HSR&D Coordinating Investigator, facility name and location, and program title (maximum of 72 characters and spaces). The abstract (500 words maximum) should provide a clear, concise overview of the proposed REAP: theme and research foci, initial strategic goals and objectives, and general approach for addressing these. List Keywords that best describe the program's scientific discipline(s) and research foci.

c. **Table of Contents.** This third page of the proposal should be organized according to the required components of the Proposal Narrative, identified in the following section. Specify the beginning page number for each of the required sections in the Table of Contents, as ordered in the Narrative.

d. **Narrative.** The Narrative should begin on the fourth page. The following headings are required and are to appear in the order listed. Use the suggested page allocations as a guide. ***NOTE: Do not exceed a total of 20 pages for the Narrative, organization chart, tables and lists specified below (but exclusive of VA forms, appendices, and table of contents). The specific information to be included under each heading is described in Appendix C.***

(1) Executive summary (one page maximum).

(2) REAP focus (one page).

(3) Initial 5-year plan (three pages).

(4) Projects planned (one to three pages).

(5) Related ongoing projects (one page).

(6) HSR&D leadership and capacity (10 pages)

e. **Biographical Sketches and Individual Support.** Provide a biographical sketch and a list of publications for each of REAP's key VA and non-VA collaborating staff, using VA Form 10-1313-5, Investigator's Biographic Sketch, and VA Form 10-1313-6, Investigator's Bibliography, respectively. This should follow the Narrative.

f. **Total Core Budget Request.** Use VA 10-1313-3, Current Funds and First Year Request for Program/Project; and VA Form 10-1313-4, Estimated Expenses of Program/Project, to summarize the requested budget. Insert one set of forms after the preceding section on Biographical Sketches and Individual Support. Provide a total summary of resources identified with REAP core activities for which resources are requested in this application.

g. **Appendices.** The Appendices should include only the following required components and must be ordered, numbered and labeled as specified in Appendix D. Appendices, exclusive of VA forms, should not exceed 30 pages.

(1) **Current and Pending VA and Non-VA Research Support (Appendix 1).** Use VA Form 10-1313-7, Investigator's Total VA and Non-VA Research Support (Current and Pending), for each proposed staff, and add VA Form 10-1313-8, Investigator's Total VA and Non-VA Research/Development Support, only when needed.

(2) **Related Ongoing Projects (Appendix 2).** Provide project abstract (for submitted proposals), HSR&D LOI, or VA Form 10-1436 (for funded projects).

(3) **Steering Committee (Appendix 3).**

(4) **Letters of Commitment (Appendix 4).** Provide formal letters of commitment for all non-VA investigators and consultants.

(5) **Memoranda of Understanding (Appendix 5).** For collaborating institutions.

(6) **Medical Facility Endorsement (Appendix 6).** Letters must be submitted from the medical facility Director (lead facility and any other involved medical facilities).

(7) **VISN Director Endorsement (Appendix 7).**

***NOTE:** Extra letters of endorsement should not be sought or included; they will not be considered.*

**5. DUE DATES.** Proposals from eligible facilities are due on the first Friday in November. Funding decisions will be announced in mid-December, and funding will begin January 1.

**6. SUBMISSION.** Send the original application plus twenty copies of the proposal to the address provided in paragraph 6 of the Handbook.

**DEPARTMENT OF VETERANS AFFAIRS (VA) FORM 10-1313-1, MERIT REVIEW  
APPLICATION - CLARIFICATION OF LINE ITEMS**

1. **Items 1 and 2.** Leave blank.
2. **Item 3.** Identify review group as "HREAP."
3. **Item 4.** Insert submission date.
4. **Item 5.** Insert the number of the facility (or lead facility, if a consortium).
5. **Item 6.** Specify the location of the facility (or lead facility, if a consortium).
6. **Item 7.** Social Security number of proposed Health Services Research and Development (HSR&D) Research Enhancement Award Program (REAP) Coordinating Investigator or Principal Investigator (PI) is only required on the original copy. ***NOTE: The Coordinating Investigator is considered to be the PI for the program and is the person responsible for overall direction of planned activities.***
7. **Item 8.** Leave blank. This is not applicable.
8. **Item 9.** Type the last name of the proposed HSR&D REAP PI in capital letters, followed by the first name and initial(s). Specify the individual's degrees and list their telephone number and e-mail address.
9. **Item 10.** The title should be concise (not more than 72 typewritten spaces) and descriptive.
10. **Item 11.** The amount requested each year should match the totals for individual fiscal years, as shown on Department of Veterans Affairs (VA) Form 10-1313-4, Estimated Expenses of Program/Project. The total is the combined funding (direct costs only) requested for all years (not to exceed 5 years).
11. **Item 12.** Check the box that indicates the PI's VA employment status.
12. **Item 13.** Check the box that indicates the PI's salary source.
13. **Item 14.** Check "new."
14. **Item 16.** Insert codes for the primary research program and the primary specialty(ies) of the proposed PI. These should be the same as the codes reported to VA's Research and Development Information System (RDIS).
15. **Items 17, 18, 20, and 21.** Provide information for the proposed PI.
16. **Item 19.** Complete fully.

**17. Signatures.** An original, dated signature of the proposed PI is required. Provide sufficient subsequent time for review by the Associate Chief of Staff (ACOS) for Research and Development (R&D), or equivalent. An original, dated signature of the ACOS for R&D, or designee, is also required. In signing, this person certifies that the proposal is administratively complete and all required reviews have been conducted. ***NOTE:*** *Type in telephone number and e-mail address of ACOS, or other appropriate contact, for any administrative issues (insert name in parentheses if not ACOS for R&D).*

## REQUIRED COMPONENTS OF PROPOSAL NARRATIVE

The following are the required components of the Proposal Narrative. Use the designated Roman Numerals and headings for the Narrative, as indicated in the following order.

1. **Executive Summary.** (one page maximum) Provide a clear and concise overview of the proposed Research Enhancement Award Program (REAP) mission statement, theme, and research foci and rationale. Identify key health services research issues to be addressed during the initial funding period. Highlight the strengths of the REAP leadership and proposed infrastructure and plans for addressing any weaknesses. Conclude by highlighting the perceived “added value” of the proposed REAP for Health Services Research & Development (HSR&D) and Veterans Health Administration (VHA).
2. **REAP Focus.** (one page) Discuss the proposed REAP’s mission statement, key theme, and one to three selected research areas serving as the driving force for the initial five-year funding period. Discuss the importance and appropriateness of the theme and research foci to the overall HSR&D portfolio and the Nation’s veterans. Describe how you expect the REAP to contribute to HSR&D and VHA in the next 5 years.
3. **Initial 5-Year Plan.** (three pages) Outline anticipated strategic goals and objectives for the 5-year funding period, and the operational plan envisioned for integrating clinical, educational, and research resources to accomplish these goals and objectives. Articulate how the core support funding will provide “added value” in terms of potential contributions to local and system-wide HSR&D activities (emphasizing research, linking research with practice, and contributions to local, Veterans Integrated Service Network (VISN)-wide and national VHA HSR&D needs).
4. **Projects Planned.** (one page per project maximum; total maximum three pages) Describe one to three specific research ideas planned for REAP and the proposed investigators for each. Specify whether the proposed Principal Investigator (PI) currently is a VA employee or will be recruited, and include the research question or hypothesis to be addressed, theoretical and/or conceptual framework for the approach envisioned, design, general analytic approach, and anticipated contribution to the REAP’s selected focus.
5. **Related Ongoing Projects.** (one page) If proposed REAP investigators already have related funded projects, submitted proposals, or HSR&D Letters of Intent (LOI), list these, specifying: the nature of the item (funded, submitted, LOI), actual or expected funding source (e.g., Department of Veterans Affairs (VA) HSR&D), funding amount and funding period. Include a sentence or two about each project’s contribution to the initial five-year plan. Include in Appendix 2 the project abstract (for submitted proposals), Letter of Intent, or VA Form 10-1436, Research and Development Information System Project Data Sheet (for funded projects).
6. **HSR&D Leadership and Capacity.** This section is designed to document the applicant’s health services research qualifications and capability to meet the identified objectives and contribute to local and national health services research capacity and development activities.  
*NOTE: Use 10 pages, exclusive of VA forms.*



- a. Summarize the proposed REAP's current (and expected) health services research capabilities and how they will contribute to meeting identified objectives and contribute to local and national health services research capacity and development activities. **NOTE:** *Use one page.*
- b. Provide an organization chart depicting key staff and their relationships within the REAP and medical facility. **NOTE:** *Use one page.*
- c. List REAP (proposed and/or identified) core staff and provide a one-paragraph description of their positions, related responsibilities and related research or other pertinent expertise. **NOTE:** *Use one or two pages.*
- d. Present an overview of staff in tabular form (see following example). **NOTE:** *Use one page.*

#### HSR&D REAP CORE STAFF ORGANIZATION

<u>Name/Position</u>	<u>Personnel Qualifications</u>	<u>Full-time Equivalent (FTE)</u>
SUSAN S. SMITH, highest degree REAP Coordinating Investigator	Academic field X years, teaching Y years, clinical Z years, research (major research interests)	0.5 (contributed)
JOHN D. DOE, highest degree Biostatistician	Academic field X years, teaching Y years, research (major research interests)	0.6
Research Assistant, degree (or Statistician, Computer Programmer, Program Assistant)	X years experience	1.0

- e. **Brief Statement of Role.** Provide a brief statement regarding the planned role(s) of the REAP Steering Committee. **NOTE:** *Use one page.* Append:

(1) A brief description of the Steering Committee's structure, membership, functions, meeting schedule (of the whole and for subcommittees), and relationship(s) to the medical facility director, the REAP, and other faculty committees (and any established sub-committees).

(2) A listing of Steering Committee members (actual and anticipated), differentiating Regular (such as facility or Network, affiliations and/or consultants) and Ex Officio (such as REAP

leadership and other key staff) members. Provide the name, position or title, institution, and telephone numbers for each person listed.

f. **Elaborate on Additional Organizational and/or Operational Details.** These should include:

(1) Describe local review procedures for research projects and reports. **NOTE:** *Use one-half page.*

(2) Briefly discuss career paths for non-clinician professional staff, including affiliated university practices for REAP core staff who may also be university faculty members. **NOTE:** *Use one-half page.*

(3) Describe and document the commitment of the medical facility (or consortium of facilities) to the REAP, and indicate how the involvement of other collaborating scientific groups (or facilities) will be managed routinely. **NOTE:** *Use one or two pages.*

g. **Facilities and Other Resources** **NOTE:** *Use about one page.*

(1) List community institutions--including academic collaborators with well-established expertise in health services research methodologies that are expected to support the REAP's activities. In Appendix 5, provide the name, telephone number, and mailing address of the expected liaison person for each institution. Also append any negotiated memoranda of understanding, signed by the appropriate officials of each participating institution.

(2) Describe available facilities for the REAP (including plans for new or renovated space, if applicable), major items of equipment, and maintenance requirements. Provide estimates of contributed (or requested) costs.

(3) Describe VA institutional and other sector support committed to (or expected for) the REAP, beyond that requested through this application. Briefly discuss how this support will help accomplish the REAP's objectives (e.g., availability of large-scale databases for analyses, access to technical capabilities residing in affiliated facilities, and other Network capabilities or capacities).

**APPENDICES AND REQUIRED COMPONENTS**

***NOTE:** Appendices are limited as follows, and should be inserted, numbered, and labeled as specified in the following. Appendices, exclusive of Department of Veterans Affairs (VA) forms, should not exceed thirty pages.*

**1. Appendix 1. Current and Pending and Non-VA Research Support.** For proposed staff, list each person's current and pending total VA and non-VA research support (if applicable), including funding period dates for all items listed, using VA Form 10-1313-7, Investigator's Total VA and Non-VA Research Support (Current and Pending). ***NOTE:** Pending requests should be included, even if there is no current support.* Add VA Form 10-1313-8, Investigator's Total VA and Non-VA Research/Development Support, only when needed to elaborate information as requested in Form 10-1313-7.

**2. Appendix 2. Related Ongoing Projects.** Insert project abstract (for submitted proposals), Health Services Research and Development (HSR&D) Letter of Intent, or VA Form 10-1436, Research and Development Information System Project Data Sheet, (for funded projects).

**3. Appendix 3. Steering Committee.** Description of role, membership.

**4. Appendix 4. Letters of Commitment.** Append a formal letter of commitment for all non-VA investigators who will become active collaborators with the medical center's research program. Include their academic title. List consultants and indicate for each: nature of the service to be performed; fee and amount of travel and per diem for each consultant; and the number of consultations to be provided. Append a letter from each consultant who has agreed to perform this service.

**5. Appendix 5. Memoranda of Understanding.** Append Memoranda of Understanding with collaborating institutions.

**6. Appendix 6. Medical Facility Endorsement.** Append endorsement letter from the medical facility Director (lead facility and any other involved medical facilities).

**7. Appendix 7. Veterans Integrated Service Network (VISN) Director Endorsement.** Append endorsement letter from the VISN Director.

***NOTE:** Extra letters of endorsement should not be sought or included; they will not be considered.*

## ADMINISTRATIVE CHECKLIST FOR HSR&D RESEARCH ENHANCEMENT AWARD PROGRAM (REAP) PROPOSALS

PROPOSAL FROM \_\_\_\_\_  
(site)

\_\_\_\_\_  
(proposed Research Enhancement Award Program (REAP) Coordinator)

1. Unbound original and twenty copies received in the Department of Veterans Affairs (VA) Central Office, Health Services Research and Development (HSR&D) by due date \_\_\_\_\_
2. Notice of Intent to apply received in VA Central Office, HSR&D by due date \_\_\_\_\_  
***NOTE:** Late and incomplete applications will be returned to the sender, without review.*
3. VA Form 10-1313-1, Merit Review Application, complete (page 1) \_\_\_\_\_
4. Proposed REAP Coordinator is 5/8ths VA \_\_\_\_\_
5. VA Form 10-1313-2, Summary Description of Program/Project (page 2) \_\_\_\_\_
6. Table of Contents (page 3) \_\_\_\_\_
7. Narrative (no more than 20 pages) (including org chart, table 1; but, excluding contents, Forms, appendices) \_\_\_\_\_
  - I. Executive summary (maximum one page) \_\_\_\_\_
  - II. REAP Focus Section (no more than one page) \_\_\_\_\_
  - III. 5-Year Plan (no more than three pages) \_\_\_\_\_
  - IV. Projects Planned --up to three described  
none exceeds one page total descriptions maximum 3 pages \_\_\_\_\_
  - V. Related Ongoing Projects List (one page) \_\_\_\_\_
  - VI. HSR&D Leadership and Capacity  
(12 pages maximum, exclusive of VA forms) \_\_\_\_\_
    - a. Summary of health services research capabilities (one page) \_\_\_\_\_
    - b. Organization chart \_\_\_\_\_
    - c. Core staff list, description REAP Coordinator at least 5/8ths VA  
and allocating .25 Full-time Equivalent (FTE) \_\_\_\_\_
    - d. Staff overview (Table 1) \_\_\_\_\_
    - e. Steering committee description and membership \_\_\_\_\_

- f. Organizational details description of local review procedures  
for research projects and reports (about 1/2 page) \_\_\_\_\_
  - description, non-clinician professional career paths \_\_\_\_\_
  - commitment, medical facility and collaborators(about one page) \_\_\_\_\_
- g. Facilities and other resources (about one page) \_\_\_\_\_
  - list of collaborating institutions \_\_\_\_\_
  - description of available and contributed resources includes medical  
care salary support for physician director or associate director \_\_\_\_\_
  - description of any other support and utility to REAP \_\_\_\_\_

Total Core Budget Request (10-1313-3, Current Funds and First Year Request for  
Program/Project; and VA Form 10-1313-4, Estimated Expenses of Program/Project) \_\_\_\_\_

VA Form 10-1313-5, Investigator's Biographic Sketch, and VA Form 10-1313-6,  
Investigator's Bibliography. \_\_\_\_\_

Support for each of the REAP VA and non-VA collaborating staff) \_\_\_\_\_

**Appendices.** *NOTE: Do not exceed thirty pages, exclusive of VA forms.* \_\_\_\_\_

**Appendix 1.** (VA Form 10-1313-7, Investigator's Total VA and Non-VA Research  
Support (Current and Pending); and VA Form 10-1313-8, Investigator's Total VA  
and Non-VA Research/Development Support, if appropriate) \_\_\_\_\_

**Appendix 2.** Ongoing projects  
(Abstracts, HSR&D Letter of Intent (LOI)s or VA Form 10-1436, Research and  
Development Information System Project Data Sheet) \_\_\_\_\_

**Appendix 3.** Steering committee description, membership list \_\_\_\_\_

**Appendix 4.** Letters of Commitment from non-VA collaborators \_\_\_\_\_

**Appendix 5.** Memoranda of Understanding with Collaborating Institutions \_\_\_\_\_

**Appendix 6.** Medical facility endorsement letter, signed by Director,  
or appropriate designee. \_\_\_\_\_

**Appendix 7.** Veterans Integrated Service Network (VISN) Director  
Endorsement (signed and dated) \_\_\_\_\_

***No other letters of endorsement included*** \_\_\_\_\_